

BARRINGTON-INVERNESS POLICE DEPARTMENT

DECEPTIVE PRACTICE COMPLAINT FORM

NSF or ACCOUNT CLOSED ONLY

BARRINGTON-INVERNESS POLICE DEPARTMENT

INTRODUCTION

The Barrington-Inverness Police Department is concerned with the problem of NSF and "Account Closed" checks accepted in our jurisdiction. The Cook and Lake County State's Attorneys have established the following guidelines for actions to be taken by merchants should they receive a bad check, and suggestions on how to reduce the chances of taking a bad check.

GUIDELINES

1. Know the check writer. If the person is not a regular customer, request identification.
2. Require picture ID. A driver's license is best. Copy the information on the back of the check.
3. **ALWAYS** check the picture to make certain it matches the check writer.
4. Make sure the address and other information match the information on the check.
5. If the account is new, get more than one form of ID and, if possible, contact the bank to determine if there are sufficient funds in the account.

FILING A COMPLAINT

The following criteria must be met before the check will be accepted for prosecution:

1. **ONLY** "Non-Sufficient Fund" (NSF) and "Account Closed" checks can be accepted for prosecution. In the case of NSF checks, the check must have been presented to the bank twice, no sooner than seven days apart. The check must be stamped by the bank.
2. Out of state checks cannot be accepted for prosecution.
3. Advise the person who signed the check, by certified mail, that the check has been returned and payment refused by the bank. Keep a copy of the letter sent and the receipt from the certified mailing to submit to the Police Department.
4. If payment is not received, you could refer your case to the Police Department. You must completely fill out a Deceptive Practice (Bad Check) Complaint Form and submit the form, along with the **ORIGINAL** check.
5. The check must have been received in the Village of Barrington or Inverness.
6. Post-dated checks or checks you agree to hold CANNOT be prosecuted.
7. REMEMBER THAT YOU MUST BE ABLE TO IDENTIFY THE CHECK WRITER **BEFORE A CRIMINAL COMPLAINT CAN BE ISSUED.**
 - A. BECAUSE THEY ARE A REGULAR CUSTOMER OR,
 - B. THROUGH A PHOTO LINE-UP, IF A PHOTO OF THE PERSON EXISTS. (In a photo line-up, you will be required to pick out the check writer's picture from a group of at least six photos.)
8. You must submit your case to the Police Department within sixty (60) days of the date on the check.

The Barrington-Inverness Police Department will evaluate your case and begin a preliminary investigation. If evidence is found to indicate a crime has been committed, your case will be submitted to the State's Attorney office for possible prosecution. NOT ALL CHECKS ARE CRIMINALLY PROSECUTABLE.

One final note. Business in our jurisdiction are often reluctant to ask for identification when a customer makes a purchase with a check. This is an acceptable business practice and should be done as a matter of course. By doing so, you will protect your valued customers and keep your business costs down.

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INSTRUCTIONS

Complaint Number _____

The complainant should complete a report form for each check submitted. This form along with the ORIGINAL CHECK and any supporting documents should be turned over to the Barrington-Inverness Police Department when a Deceptive Practice Complaint is filed. Please print clearly.

VICTIM DATA

Check payable to: _____

Business/Person address: _____

Business/Person phone: Work _____ Home _____

Person who accepted the check: _____

Acceptor's phone: Work _____ Home _____

Acceptor's Occupation/Title: _____

CHECK DATA

Amount of check: _____ Check Number _____ Date of Check _____

Name of Bank _____ Account Number _____

Address of Bank: _____

Reason Check Returned: NSF _____ Account Closed _____

SUSPECT DATA

Name of Suspect/Account Holder: _____

Address: _____ City: _____

Suspect/Account Holder Phone: Home _____ Work _____

ID used: _____

Description of Vehicle: _____

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TRANSACTION DATA

Date check accepted _____

Address of acceptance _____

Can you identify the suspect? Yes _____ No _____

Did acceptor know the suspect prior to the incident? Yes _____ No _____

Was the check written or endorsed in the acceptor's presence? Yes _____ No _____

Did you agree to hold the check? Yes _____ No _____

Property obtained: _____

DETAILS NOT COVERED ABOVE (i.e. additional checks from the same person, conversation when check was accepted, communication between you and the suspect through your efforts to collect, etc.) _____

Complainant's Name (Please print) _____

Complainant's Signature _____ Date _____

Reviewing Officer _____ Date _____

Supervisor's Signature _____ Date _____